



DEPARTMENT OF THE NAVY
COMMANDING OFFICER TRARON FOUR
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PENSACOLA, FLORIDA 32508-5510

TRARONFOURINST 5400.1
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TRAINING SQUADRON FOUR INSTRUCTION 5400.1

Subj: TRAINING SQUADRON FOUR ORGANIZATION MANUAL

Ref: (a) U.S. Navy Regulations, 1990
(b) OPNAVINST 3120.32C
(c) CNATRAININST 5452.22J
(d) TRARONFOURINST 5355.1
(e) JAGINST 5800.7E
(f) OPNAVINST 5750.12J
(g) OPNAVINST 3750.6R
(h) NAVSUPINST 4200.99
(i) TRARONFOURNOTE 1301

Encl: (1) Squadron Organization

1. Purpose. The Training Squadron FOUR (VT-4) Organization Manual, together with other directives published by the Commanding Officer (CO), serves to coordinate the various departments in accomplishment of the command's mission. This instruction has been revised completely and should be read in its entirety.

2. Scope and Policy. This instruction supplements references (a) through (i) and establishes in detail the organizational structure of VT-4. The functional guides constitute the formal delegation of authority by the CO to responsible subordinates in the squadron. Since the contents of this manual are primarily limited to matters of internal organization, they shall in no way be construed as contravening, altering, or amending the provisions of reference (a), or the directives of other higher authority.

3. Objectives

a. To provide, by means of organizational charts and functional guides, a comprehensive and clearly defined presentation of the squadron organizational structure required for support of the squadron's mission.

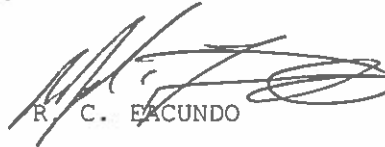
b. To explain the duties, responsibilities, authority, and organizational relationships of key individuals in the squadron organization.

c. To delineate delegated authority and reporting relationships.

4. Compliance

a. All members assigned billets described in this manual must have a working knowledge of the manual in order to understand their responsibilities and to execute their duties.

b. Department Heads (DH) shall review at least annually the description of billets within their respective departments and submit recommended changes to the Administrative Officer (AO).



R. C. EACUNDO

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CHAPTER 1

GENERAL ORGANIZATIONAL RELATIONSHIPS

101. Chain-of-command. VT-4 operates under the administrative and functional control of Commander, Training Air Wing SIX (COMTRAWING SIX) and the Chief of Naval Air Training (CNATRA), who reports directly to the Commander Naval Air Forces (CNAF).

102. Mission. To provide quality flight training for Student Naval Flight Officers (SNFO) while enabling the personal and professional development of all assigned personnel.

103. Functions

a. Provide quality academic and flight training to assigned students per prescribed syllabi.

b. Maintain systematic records of academic training, in-flight training, and indoctrination progress for each student as defined by current directives.

c. Maintain SNFO's training jackets for all assigned SNFO.

d. Maintain administrative control of all assigned SNFO.

e. Establish training review boards for SNFOs who fail to meet required standards, as well as those who drop from training at their own request, and administratively process them as directed by existing instructions.

f. Maintain disciplinary records and take disciplinary action, when appropriate, for assigned SNFOs according to existing instructions and Naval regulations.

g. Conduct ongoing instructor training to maintain a high state of academic and flight training proficiency.

h. Make recommendations to CNATRA and COMTRAWING SIX regarding changes to academic and simulator syllabi, facilities, and logistic requirements.

i. Keep CNATRA and COMTRAWING SIX fully advised regarding progress and results of training conducted.

104. Responsibility

a. The officers assigned as DHs are responsible to the CO, through the Executive Officer (XO), for the efficient performance of duty by all officers and personnel under their jurisdiction.

b. Under the XO, the squadron is organized into the following departments:

(1) Administrative Department

(2) Operations Department

(3) Safety Department

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- (4) Training Department
- (5) Academics Training Department
- (6) Student Control Department
- (7) Reserve Department

105. **Squadron Organization.** Outlined in Enclosure (1).

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CHAPTER 2**COMMAND****201. Commanding Officer (CO)**

a. Basic Function. As outlined in reference (a), the CO is charged with the ultimate responsibility for the safety, well-being and efficiency of the command until relieved of responsibility by competent authority.

b. Duties, Responsibilities and Authority. The duties and responsibilities of the CO are established by U.S. Navy Regulations, general orders, customs, and tradition. The authority of the CO is commensurate with his/her responsibility, subject to the limitations prescribed by law and by U.S. Navy Regulations. The CO shall:

(1) Effect the required flow of well-trained SNFOs through the published syllabi as approved by CNATRA and COMTRAWING SIX.

(2) Keep the XO informed of policies, methods, and normally issue all orders relative to the duties of the command through that officer to ensure continuity in the absence of the CO.

(3) Ensure that all orders and regulations issued under his/her authority as CO is per existing directives from higher authority.

(4) Provide for the professional growth of all assigned officers.

(5) Exercise personal supervision over squadron allotments granted under current appropriations to ensure unauthorized or over expenditures are not incurred, and to ensure maximum efficiency in the use of allotted funds.

(6) Ensure maximum flight and simulator proficiency requirements and standardization is maintained by assigned aviators.

c. Organizational Relationship. The CO reports to CNATRA via COMTRAWING SIX and to such other senior officers as may be prescribed in the administrative and operational chain-of-command.

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CHAPTER 3

EXECUTIVE301. Executive Officer (XO)

a. Basic Function. The XO shall function as an aide or executive to the CO in carrying out the mission of the squadron per U.S. Navy Regulations, and as amplified in this chapter. He/she is specifically charged with matters pertaining to morale, discipline, training, welfare, work, exercise, safety, rights, and privileges of individuals within the command.

b. Duties, Responsibilities, and Authority. The XO shall:

(1) Execute general supervision over the organization of the squadron as a whole, subject to the provisions of U.S. Navy Regulations and directives of higher authority.

(2) Keep informed as to current training doctrine and procedures in order to readily succeed to command of the squadron should the need arise.

(3) Assume command in the absence of the CO.

(4) Keep the CO informed of all significant matters pertaining to the command.

(5) Control issuance and revision of all directives governing the administration and operation of the command, as well as the squadron's correspondence, files, and reports.

(6) Coordinate the activities of the various departments of the squadron as necessary to ensure mutual support and integrated effort.

(7) Review all correspondence and directives prepared for signature of the CO.

(8) Conduct frequent inspections of the squadron to ensure high standards of cleanliness, safety, material preservation, and good order are maintained.

(9) Ensure adequate measures are taken for the security of squadron material.

(10) Coordinate the individual education and professional training programs of the squadron in order to provide personnel with incentives and opportunities for self-improvement and professional advancement.

(11) Evaluate the performance of officer personnel through fitness reports. Prepare the initial drafts of fitness reports on DHs.

(12) Direct the assignment, training, and service indoctrination of junior officers.

(13) Exercise general supervision over the watch bills of the squadron.

(14) Regulate the leave and liberty of personnel within limitations established by higher authority.

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(15) Pursue a vigorous planned program of recreation, welfare, and athletics for officer personnel.

(16) Ensure personnel of the command are fully informed of their rights and obligations under the Uniform Code of Military Justice (UCMJ).

(17) Investigate all alleged violations of the UCMJ, Navy Regulations, squadron regulations, and other military and civil laws, and recommend appropriate disciplinary action where indicated.

(18) Assign officers, not otherwise ordered to specific billets by higher authority, to departments, divisions, or other units within the command.

(19) Assign collateral duties to officer personnel.

(20) Ensure an active junior officer (lieutenant and below) retention program is conducted.

c. Organizational Relationship. The XO is responsible to the CO from whom he/she derives authority for the execution of duties.

302. Executive Assistant (EA)

a. Basic Function. The EA shall be directly responsible to the XO in matters assigned to undertake.

b. Duties, Responsibilities, and Authority

(1) Conduct liaison between the executive branch and all departments.

(2) Make recommendations to the CO and/or XO for improved squadron policies.

(3) Perform such other duties as assigned by the CO and/or XO.

c. Organizational Relationship. The EA reports to the CO via the XO.

303. Department Heads (DH)

a. Basic Function. In addition to the general duties prescribed in U.S. Navy regulations, a DH is the representative of the CO in all matters which pertain to his/her department and is responsible for the efficient organization, administration, and operation of the department in support of the squadron's mission.

b. Duties, Responsibilities, and Authority

(1) Organization. The DH shall organize and assign officer personnel of the department, subject to the provisions of U.S. Navy regulations, squadron directives, and other pertinent directives.

(2) Administration

(a) Formulate and publish policies and procedures for the coordination and direction of the personnel within the department.

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(b) Maintain an active and continuing safety program with the objective of promoting safety consciousness and preventing accidents and casualties.

(c) Ensure the maintenance of physical security and good order and discipline within the department spaces.

(d) Conduct a vigorous program of material and energy conservation, and efficient manpower utilization.

(e) Maintain the records, files, and publications of the department per current directives.

(f) Maintain an effective intra-department routing and tickler system which will ensure the accurate accountability and dependable handling of correspondence and reports.

(g) Provide an effective method for dissemination of information within the department.

(h) Ensure the chain of command is used within the department.

(i) Review all correspondence, messages, and internal directives prepared within the department for approval or release per prescribed procedures.

(j) Sign "By direction" routine correspondence and reports pertaining to the department which do not affect the policy, mission, or efficiency of the command.

(k) Maintain a department turnover file containing useful data for the orientation of the relieving officer.

(3) Personnel Administration

(a) Maintain a long range program of individual and team training within the framework of the squadron training program to achieve maximum use of individual capabilities, minimize the effect of personnel losses, and encourage the professional development and advancement of assigned personnel.

(b) Encourage assigned personnel to participate in correspondence courses and voluntary off-duty education and training.

(c) Maintain a long range leave program which will ensure the orderly use of accrued leave with a minimum of interference with departmental efficiency.

(d) Administer the leave and liberty of personnel per prescribed policies and procedures.

(e) Through quarterly counseling, supervise the training and professional development of junior officers.

(f) Prepare initial drafts of reports of fitness for all officers assigned to the department, including concurrent reports for officers temporarily assigned from other units.

(g) Establish procedures for expeditious accountability of assigned personnel.

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(h) Review disciplinary offenses and make appropriate recommendations to the XO or CO concerning their disposition.

(i) Establish policies and procedures through which assigned personnel may have direct access for the expression of grievances and complaints.

(j) Safeguard the physical, mental, and moral well-being of department personnel and maintain a high level of morale.

(4) Material

(a) Maintain assigned spaces and equipment in a high standard of cleanliness and material preservation. Promptly notify the squadron First Lieutenant (1st LT) of all material condition discrepancies and/or repairs.

(b) Maintain accurate and complete records of accountable material and equipment.

(c) Keep the CO and the XO advised concerning all casualties, deficiencies, and anticipated difficulties which may significantly affect the readiness and administrative efficiency of the department.

c. Organizational Relationship. The DH reports to:

(1) The CO for the readiness of the department and the general condition of material and equipment and any circumstances or conditions which may affect the safety or readiness of the squadron.

(2) The XO for all administrative matters. The XO shall be kept informed regarding direct reports to the CO.

304. Senior Watch Officer (SWO)

a. Basic Function. The SWO is responsible for the assignment and general supervision of the squadron watch organization.

b. Duties, responsibilities and authority

(1) Supervise training of and establish requirements for qualifications of Squadron Duty Officers (SDOs) and Assistant Squadron Duty Officers (ASDOs).

(2) Publish monthly SDO watch assignments and maintain a master copy.

(3) Ensure all pertinent directives and information are available in the duty office for immediate reference.

(4) Maintain a required reading library of current directives for review by duty officers.

c. Organizational Relationship. The SWO reports to the XO via the Operations Officer.

305. Bull Lieutenant

a. Basic Function. The Bull Lieutenant shall function as the Command's principal social event planner and coordinator.

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b. Duties, Responsibilities and Authority

- (1) Plan, organize, and coordinate the Command annual Christmas party.
- (2) Plan, organize, and coordinate any required Hail and Farewell's.
- (3) Plan, organize, and coordinate any other required social functions as deemed by the XO.
- (4) Ensure the "Squadron Flag" is at all Squadron functions.

c. Organizational Relationship. The Bull Lieutenant reports directly to the XO.

306. Diversity Officer

a. Basic Function. The Diversity Officer is responsible to the CO for all diversity issues and ensuring that diversity is a command imperative.

b. Duties, Responsibilities and Authority

- (1) Ensure the Command is in compliance with the Department of the Navy (DON) diversity policy.
- (2) Ensure the Command is in compliance with the Chief of Naval Operations (CNO's) diversity policy.
- (3) Ensure the Command is in compliance with the Navy Diversity Strategy (Concept of Operations Message DTG 141430Z FEB 06).
- (4) Assist the CO in identifying leadership issues related to cultural diversity.

c. Organizational relationship. The Diversity Officer reports to the CO for all diversity issues or policy guidance and to the XO for administrative matters.

307. Wardroom Officer.

a. Basic Function. The Wardroom Officer serves as Mess Manager for the VT-4 Commissioned Officers' Mess.

b. Duties, Responsibilities and Authority

- (1) Ensure compliance with the by-laws of the VT-4 Officers' Mess.
- (2) Take necessary action to provide gifts, plaques, flowers, memorials, etc., as required by the VT-4 Officers' Mess by-laws.
- (3) Provide name tags for all officers.
- (4) Collect funds, discharge the mess's financial obligations, account and maintain the mess's records, and submit required reports.
- (5) Be solely accountable for any deficits which occur during his/her tenure.

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(6) Provide necessary records or other materials to substantiate the state of the mess and be present when called upon by the audit board.

(7) Conduct a complete monthly inventory of all mess property as part of the monthly mess statement.

(8) Maintain a current roster of all members and maintain all records and statements for at least two years.

(9) Provide any additional services and goods and discharge any other duties as required by the VT-4 Officers' Mess by-laws, or as may be decided upon by the mess members.

c. Organizational Relationship. The Wardroom Officer reports to the XO.

308. Urinalysis Program Coordinator (UPC)

a. Basic Function. The UPC serves the squadron urinalysis liaison and will conduct urinalysis screenings of the entire squadron.

b. Duties, Responsibilities and Authority

(1) The UPC will plan and coordinate random squadron urinalysis testing as directed by reference (d).

(2) Together with the Drug/Alcohol Program Advisor (DAPA), keep the command informed about substance abuse problems.

c. Organizational Relationship. The UPC reports to the XO.

309. Drug/Alcohol Program Advisor (DAPA)

a. Basic Function. The DAPA serves as an advisor to the CO on the nature and context of drug and alcohol use and abuse within the squadron. The DAPA also serves as the squadron coordinator for drug and alcohol education, identification, self-referral, and rehabilitation.

b. Duties, Responsibilities, and Authority

(1) Implement and maintain a comprehensive substance abuse prevention program.

(2) Assist in administering and coordinating Navy and squadron policies concerning drug and alcohol education, identification, and rehabilitation.

(3) Maintain liaison with the Counseling and Assistance Center (CAAC) and other counseling facilities to ensure an effective drug and alcohol prevention effort.

(4) Coordinate the scheduling of alcohol education and drug/alcohol abuse indoctrination/awareness courses.

(5) Maintain liaison with the Legal Officer to ensure timely drug/alcohol dependency reports are prepared on individuals found guilty of substance abuse.

(6) Serve as the squadron self-referral officer.

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(7) Together with the UPC, keep the squadron informed about substance abuse programs.

c. Organizational Relationship. The DAPA reports to the CO through the XO. Administratively, the DAPA reports to the AO.

310. Command Managed Equal Opportunity Program Officer (CMEO)

a. Basic Function. The CMEO Officer, under the direction of the XO, is responsible for the development, coordination, training support, management, and evaluation of the squadron's Equal Opportunity Program.

b. Duties, Responsibilities, and Authority

(1) Assist and advise the CO and the XO on all matters pertaining to the administration of the squadron's Equal Opportunity Program.

(2) Supervise the Command Training Team (CTT).

(3) Supervise the Command Assessment Team (CAT).

(4) Maintain demographic data on squadron personnel and submit Equal Opportunity Quality Indications Reports as required.

(5) Serve as the squadron representative for all matters concerning equal opportunity and race relations.

c. Organizational Relationship. The CMEO Officer reports to the XO through the AO.

311. Sexual Assault Prevention Response Point of Contact (SAPR POC)

a. Basic Function. The SAPR POC, under the direction of the XO, is responsible for facilitating awareness and prevention training, maintaining current information on victim resources (e.g., victim advocate services, counseling, medical care, etc.), and providing oversight of command compliance with SAPR program requirements in accordance with OPNAVINST 1752.4 series.

b. Duties, Responsibilities and Authority

(1) Assist and advise the CO and the XO on all matters pertaining to the SAPR Program.

(2) Serve as the squadron representative for all matters concerning SAPR.

(3) Supervise Squadron SAPR team coordination between the Data Collection Coordinator, volunteer victim advocate(s), and POC.

(4) Ensure victim advocates obtain initial training, maintain required annual SAPR training, and are available to provide emotional support and assistance to eligible victims during initial assessment, medical, administrative, legal, and investigative procedures, and provide information and referral regarding further assistance and services.

(5) Attend monthly NAS Pensacola SAPR meetings with local Sexual Assault Response Coordinator.

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(6) Following a sexual assault allegation, serve as the SAPR Command Liaison to act as the single point of contact between a victim and the CO, with direct access to the CO, responsible for promoting responsive command management of the alleged assault, acting as the command representative to the Sexual Assault Case Management Group, and ensuring the concerns and needs of the victim are communicated to the CO.

(7) Assist the CO and SAPR Data Collection Coordinator (DCC) in initial SITREP submittal within 24 hours of the commencement of an investigation and follow-on information as required on all allegations of sexual assault as per OPNAVINST 1752.4 series.

c. Organizational Relationship. The SAPR POC reports directly to the XO.

312. Sexual Assault Prevention Program Data Collection Coordinator (SAPR DCC)

a. Basic Function. Manage data on sexual assault incidents involving the Command through a coordinated effort with all agencies involved in the reporting, investigation, or prosecution of sexual assault.

b. Duties, Responsibilities, and Authority

(1) Obtain data on sexual assault incidents involving the Command.

(2) Submit initial SITREP submittal within 24 hours of the commencement of an investigation and all follow-on information as required on all allegations of sexual assault as per OPNAVINST 1752.4 series.

(3) The SAPR DCC and the SAPR POC may be the same person, but it is not recommended due to a conflict of interest between each job.

c. Organizational Relationship. The SAPR DCC reports to the XO via the SAPR POC.

313. Casualty Assistance Calls Officer (CACO)

a. Basic Function. The broad purpose of the Navy's Casualty Assistance Calls Program (CACP) is to assure our service member's Next Of Kin (NOK) of the Navy's interest in their well-being, of our concern for members reported unaccounted-for and in a Duty-Status Whereabouts Unknown (DUSTWUN) category or missing status, of the Navy's sympathy in their loss in the case of a death, and to help the survivors adjust to the new conditions these tragic circumstances have imposed upon them.

b. Duties, Responsibilities, and Authority

(1) Make personal notification to the NOK of the casualty, provide circumstances of the incident as reported, and keep them informed of search efforts for the service member reported in a DUSTWUN or missing status.

(2) In the case of death, determine the funeral home chosen by the family and the cemetery name/location. Update the family daily on the location of their loved one's remains and the anticipated shipment date.

(3) Inquire as to the needs of the family and extend assistance. Advise the NOK to contact local Red Cross representatives to inform other military active duty relatives of casualty incident occurrence.

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(4) Contact the Bureau of Naval Personnel (Pers-663) to arrange for payment of Death Gratuity in death cases.

(5) Contact the Navy-Marine Corps Relief Society, the American Red Cross, and other service organizations if immediate financial assistance is desired but cannot be immediately arranged by other means.

(6) Assist in the arrangement of funeral or memorial services and military funeral honors, if requested; assist in providing a chaplain for pastoral care, if desired.

(7) Assist with transportation arrangements, including provision for dependents escort (see Joint Federal Travel Regulations (JFTR) U7550, when required).

(8) Assist in completing survivor benefits applications and in obtaining or photocopying documents necessary to substantiate survivor's claims.

c. Organizational Relationship. The CACO reports to the XO.

314. Command Financial Specialist (CFS)

a. Basic Function. The CFS shall function as the Command's principal advisor on policies and matters related to PFM (Personal Financial Management).

b. Duties, Responsibilities, and Authority

(1) Help Navy personnel develop sound financial skills.

(2) Provide a cohesive, standardized, and proactive approach to helping members with financial concerns through financial education, training, and counseling.

(3) Introduce basic financial management.

c. Organizational Relationship. The CFS reports to the CO.

315. Voting Assistance Officer (VAO)

a. Basic Function. The VAO aids in ensuring that all military citizens understand their voting rights and how to register and vote absentee under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). The VAO is also responsible for providing accurate nonpartisan voting information and assistance.

b. Duties, Responsibilities, and Authority

(1) Learn the absentee voting process.

(2) Attend a VAO training workshop.

(3) Organize a local Voting Assistance Plan.

(4) Review and/or create a "Continuity Folder" for pass down to future VAOs.

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(5) Distribute all voting materials and ensure 100 percent contact with members of the unit.

c. Organizational Relationship. The VAO reports directly to the CO.

316. Navy-Marine Corps Relief Society Coordinator

a. Basic Function. The Navy-Marine Corps Relief Society (NMCRS) Coordinator is responsible for ensuring that all Navy and Marine Corps members of the Command are informed of their option to donate to the NMCRS.

b. Duties, Responsibilities, and Authority

(1) Ensure Command NMCRS fund raising program is executed in accordance with NMCRS policy and guidelines.

(2) Coordinate Command fund raising with NAS Pensacola NMCRS base representative.

(3) Ensure 100 percent contact among all Navy and Marine Corps Command personnel.

(4) Ensure Command personnel are informed of all methods available to donate to the NMCRS.

(5) Ensure Command personnel understand that donation to NMCRS is a choice and not a requirement.

c. Organizational Relationship. The Navy-Marine Corps Relief Society Coordinator reports directly to the XO.

317. Combined Federal Campaign (CFC) Coordinator

a. Basic Function. The CFC Coordinator is responsible for ensuring that all members of the Command are informed of their option to donate to the CFC.

b. Duties, Responsibilities, and Authority

(1) Ensure Command CFC fund raising program is executed in accordance with CFC policy and guidelines.

(2) Coordinate Command fund raising with NAS Pensacola CFC base representative.

(3) Ensure 100 percent contact among all Command personnel.

(4) Ensure Command personnel are informed of all methods available to donate to CFC.

(5) Ensure Command personnel understand that donation to CFC is a choice and not a requirement.

c. Organizational Relationship. The CFC Coordinator reports directly to the XO.

318. Command Fitness Coordinator

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a. Basic Function. The Command Fitness Coordinator is responsible for coordinating all physical fitness testing and remediation activities in the Command.

b. Duties, Responsibilities, and Authority. Ensure the Command PRT/PFA program is as per OPNAVINST 6110.1 series.

c. Organizational Relationship. The Command Fitness Coordinator reports directly to the XO.

319. Captain's Cup Coordinator

a. Basic Function. The Captain's Cup Coordinator is responsible for coordinating all Captain's Cup activities in the Command.

b. Duties, Responsibilities, and Authority

(1) Ensure all Command personnel are properly informed of all upcoming Captain's Cup events.

(2) Coordinate with the NAS Pensacola Captain's Cup Coordinator to ensure the Command roster of Captain's Cup event participants is turned in by the appropriate date and time.

(3) Coordinate with the NAS Pensacola Captain's Cup Coordinator to ensure Command personnel know the appropriate location and start time of each Captain's Cup event.

c. Organizational Relationship. The Captain's Cup Coordinator reports directly to the XO.

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CHAPTER 4

ADMINISTRATIVE DEPARTMENT401. Administrative Officer (AO).

a. Basic Function. The AO is head of the Administrative Department. In addition to those general duties for a DH prescribed in Chapter 3, the AO is responsible, under the CO, for specific details in the administration and accountability of squadron correspondence, and the processing of all administrative matters relating to the squadron. The AO shall also function as an official aide to, and may be delegated to act for, the XO in the performance of administrative duties.

b. Duties, Responsibilities, and Authority

(1) Assist and advise the CO and XO in all matters pertaining to the general administration of the squadron.

(2) Observe and report to the CO and the XO the implementation and effectiveness of the administrative policies, procedures, and regulations of VT-4.

(3) Review all correspondence and directives written for signature or review by the CO, XO or officers authorized to sign "By direction" to ensure conformity with current directives and policies.

(4) Screen all correspondence and directives routed to the CO and XO and ensure initiation of required action.

(5) Attend DH meetings, keeping such records as the XO may direct.

(6) Authorize subordinates, as necessary, to requisition supplies and services required by the Administrative Department.

(7) Ensure all incoming and outgoing official correspondence is properly accounted for and expeditiously routed.

(8) Serve as an advisor to squadron personnel on the technical format and clerical acceptability of squadron correspondence and directives.

(9) Ensure the maintenance of an up-to-date electronic reference library of all publications normally required for the administration of the squadron.

(10) Assist and advise the CO and XO in all matters pertaining to the officer and civilian personnel of the squadron, including manning levels, fitness reports, promotions, receipts and transfers or other changes in the status of squadron personnel. Ensure all directives and communications relating to such matters are properly interpreted, executed, processed, and forwarded to the appropriate office for further processing.

(11) Ensure all procedures are established for the proper handling of all mail and other correspondence.

(12) Review all official squadron social media products and ensure the maintenance of an up-to-date squadron web page.

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c. Organizational Relationship. The AO is directly responsible to the XO.

402. Assistant Administrative Officer (AAO).

a. Basic Function. The AAO assists the AO in supervising all functions of the department.

b. Duties, Responsibilities, and Authority

(1) Aid the AO in carrying out all duties related to the administration of the squadron and act as DH in the absence of the AO.

(2) Screen all correspondence and directives routed to the CO and ensure initiation of required action.

(3) Review all outgoing correspondence for accuracy and conformity to published directives.

(4) Ensure squadron directives are kept current and supervise their periodic review.

(5) Ensure all command files and records are maintained properly.

(6) Supervise the performance of designated squadron mail support to ensure efficient handling of incoming and outgoing mail.

(7) Assist the officers in the command with preparation of correspondence and serve as an advisor on technical format.

(8) Supervise the endorsement of officers' special requests.

(9) Maintain status boards showing current officer manning, expected gains and losses, and submit required reports.

(10) Assign sponsors to officers ordered to the command, and initiate sponsor letters.

(11) Assume any additional duties as assigned by the CO, XO, or the AO.

c. Organizational Relationship. The AAO reports to the AO.

403. Command Security Manager (CSM).

a. Basic Function. The Command Security Manager CSM shall assist the CO in fulfilling his responsibilities for the security of classified information.

b. Duties, Responsibilities, and Authority

(1) Serve as the CO's advisor and direct representative in cases pertaining to the security of classified information and personnel security.

(2) Develop and publish command security procedures.

(3) Ensure all personnel authorized to handle classified material possess the appropriate security clearance.

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(4) Formulate and coordinate a security orientation, education, and training program for the protection of classified information when required.

(5) Formulate and coordinate security control and storage measures for the protection of classified information within the command.

(6) Ensure threats to security and security violations are reported and, when necessary, investigated vigorously. Ensure incidents falling under the investigative jurisdiction of the Naval Criminal Investigative Service (NCIS) are immediately referred to the nearest NCIS officer as directed by reference (e).

(7) Ensure all personnel security investigations, clearances, and access is recorded.

(8) Coordinate the command program for continuous evaluation of eligibility for access to classified information or assignment to sensitive duties.

(9) Supervise the handling of communications traffic, ensuring proper routing, preparation, transmission, receipt, and secure storage, and the maintenance of a follow-up system for securing acknowledgments and replies.

(10) Ensure proper handling of classified messages.

(11) Advise the AO of current communications requirements and procedures contained in applicable directives promulgated by higher authority.

c. Organizational Relationship. The CSM reports to the AO.

404. Legal Officer (LO)

a. Basic Function. The LO functions as an advisor to the CO and the XO on the interpretation and application of the UCMJ, the Manual for Courts-Martial (MCM), and other sources of military law, for the maintenance of discipline and the administration of justice within the command.

b. Duties, Responsibilities, and Authority

(1) Submit recommendations for the assignment of officers to JAG investigations.

(2) Ensure all personnel are fully acquainted with their rights and obligations under the UCMJ by conducting a comprehensive check-in with new squadron members, ensuring such information is periodically printed in the POW, and conducting periodic briefs.

(3) Recommend to the CO the referral of cases for to higher authority.

(4) Advise and assist members and counsels of courts-martial in the execution of their duties.

(5) Supervise preparations for courts-martial.

(6) Review records of courts-martial and advise the CO as the correctness of procedure, matters of law, and propriety of findings, sentencing, and jurisdictional issues.

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(7) Initiate appropriate action concerning indebtedness of personnel, including informing the chain-of-command, drafting appropriate correspondence, counseling the member and documenting such counseling.

(8) Maintain prominently posted copies of the UCMJ as required.

(9) Supervise the maintenance of squadron legal records and the submission of required reports.

(10) Maintain a legal library containing appropriate references for handling squadron legal matters.

(11) Notify the XO, appropriate DH/division officer of all alleged offenses committed by squadron members.

(12) Be familiar with available legal services at the Naval Legal Service Office (NLSO) and aid squadron members in obtaining those services.

(13) Assist squadron personnel with the preparation of necessary legal documents.

(14) Take sworn statements, administer oaths, and provide notary services as directed by the JAG Manual.

(15) Brief each new class of students on squadron policies concerning legal matters and available legal services.

(16) Advise and assist officers assigned to conduct Judge Advocate General (JAG) investigations.

(17) Prepare a proposed CO's endorsement for all JAG investigations.

c. Organizational Relationship. The LO reports to the AO.

405. Public Affairs Officer (PAO).

a. Basic Function. The PAO is responsible for carrying out the squadron public affairs program, and is the direct representative of the CO in public affairs matters.

b. Duties, Responsibilities, and Authority

(1) Keep the CO and the XO informed, through the AO, of current public affairs trends, policies and programs, as well as directives governing the release of public information.

(2) Maintain a pass-down logbook of required duties and recurring public affairs events.

(3) Maintain required squadron historical records to aid in preparing the annual command operations report.

(4) Be alert to detect and utilize newsworthy material in the squadron, maintaining liaison with DHs to obtain news items.

(5) Prepare news releases on promotions, retirements, graduations, awards, etc. for submission to the local base newspaper when appropriate.

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(6) Prepare feature articles on squadron personnel, special events, training programs, etc., for release to Navy publications such as the local base newspaper, ALL HANDS, Navy Times, and Naval Aviation News.

(7) Provide photo coverage for all newsworthy events.

(8) Assist the squadron in conducting interviews with the press.

(9) Act as official host to squadron guests.

(10) Prepare and provide informational material for squadron guests and other interested people.

(11) Maintain appropriate bulletin boards in the hangar, posting items of interest and necessary directives.

(12) Coordinate arrangements for presentation of awards at quarters or whenever appropriate.

(13) Coordinate arrangements for participation by squadron personnel in civic and military observances.

(14) Maintain liaison with PAOs of other commands in order to derive maximum benefits from their public affairs programs and coordinate joint projects and local events.

(15) Maintain liaison with the CSM to ensure that proposed news releases contain no classified material.

(16) Maintain squadron social media site such as Facebook, as a forum to share pertinent unit information with the public.

c. Organizational Relationship. The PAO reports to the AO.

406. 1st LT.

a. Basic Function. The 1st LT is responsible is responsible for all squadron buildings, spaces, and furniture.

b. Duties, Responsibilities, and Authority

(1) Ensure the functional condition and cleanliness of the squadron buildings and grounds.

(2) Assign and supervise the preventive maintenance of automotive transportation and assume custody of the equipment assigned.

(3) Monitor the cleaning contract and assign additional clean-up duty as required.

(4) Maintain a liaison with the base recycling representative and ensure the squadron actively participates in the recycling program.

(5) Maintain a liaison with the Public Works representative.

(6) Supervise personnel when assigned to the 1st LT Division to include all working parties.

c. Organizational Relationship. The 1st LT reports to the AO.

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407. Support Services Supervisor.

a. Basic Function. The Support Services Supervisor assists the AO with the handling of all Administrative Department matters and serves as the AO's administrative manager of assigned civil service personnel.

b. Duties, Responsibilities and Authority

(1) Responsible for administrative matters of assigned civil service personnel.

(2) Oversee the preparation of all reports, correspondence, and other administrative matters as directed.

c. Organizational relationship. The Support Services Supervisor reports to the Administrative Officer.

408. Administrative Office Automation Clerk.

a. Basic Function. Types general correspondence, awards, and instructions. Handles and routes mail and processes leave requests.

b. Duties, Responsibilities and Authority. Responsible for typing and formatting all correspondence, awards, and instructions. Routes incoming and outgoing mail. Processes leave requests and other administrative matters as directed.

c. Organizational Relationship. The Administrative Office Automation Clerk reports to the Support Services Supervisor.

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CHAPTER 5**OPERATIONS DEPARTMENT****501. Operations Officer (OPSO).**

a. Basic Function. The OPSO is directly responsible for the efficient management of personnel, material, and financial assets assigned in support of the primary mission of the squadron. The OPSO shall also be responsible for the performance of all personnel assigned under his/her functional control.

b. Duties, Responsibilities, and Authority

(1) Exercise full authority over squadron operations. Coordinate all instructor, student, and material assets to achieve maximum efficiency in the conduct of student training.

(2) In conjunction with the Training Department, ensure that approved student curricula are carried out as directed by higher authority.

(3) Make recommendations to the Training Officer (TO) regarding changes in contractor support, flight curricula, facilities, and logistic support as may be required for the effective accomplishment of the assigned training mission.

(4) Enforce the Squadron Operating Procedures (SOPs) and Naval Flight Standards with all officers instructing simulators. Advise the Commander of all disciplinary actions necessary for any simulator or Officer like quality infractions.

(5) Ensure that scheduling efforts reflect balanced priorities of Multi-Crew Simulator (MCS) utilization and training requirements in order to maintain appropriate student flow and instructor qualifications.

(6) Develop plans to compensate for known schedule interruptions, such as Safety Stand Downs, HURREVACS, and major holidays.

(7) Monitor associate MCS Instructors' status and make recommendations to retain, obtain, or lose associate instructors.

c. Organizational Relationship. The OPSO is directly responsible to the XO.

502. Assistant Operations Officers (AOPS).

a. Basic Function. AOPS execute the policy and directives of the OPSO and higher authority. Accomplish all duties assigned by the OPSO for the safe and efficient completion of all MCS Simulator and Ground Events.

b. Duties, Responsibilities, and Authority

(1) Execute all duties, authorities and be responsible for all matters of squadron operations in the absence of the OPSO.

(2) Ensure proper execution of the day to day flight/SIM schedule

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with regards to student prioritization.

c. Organizational Relationship. The AOPS reports directly to the OPSO and in his absence to the XO.

503. Current Operations Schedules Officer (COPSO).

a. Basic Function. The COPSO is responsible for the everyday preparation and publication of the daily ground and flight training schedules.

b. Duties, Responsibilities, and Authority

(1) Prepare and publish an accurate daily training schedule of all MCS Simulator and ground training events.

(2) Coordinate with the Student Control Officer (STUCON), SDO, TO, and simulator contractor personnel for the proper and efficient use of students, instructors, and simulators in the execution and planning of the daily flight schedule.

(3) Coordinates with the SDO in the daily execution of the flight schedule and advises in the case of changes or cancellations.

(4) Coordinates with NATOPS and Operations Office Automation Clerk and Schedule Operations Technician to maintain or employ suitable records to ensure an even student flow, proper and fair instructor utilization, and smooth flight operational planning. Records should include:

(a) Daily Simulator and ground schedules.

(b) Master daily flight and ground schedules.

(c) Daily and Monthly Simulator recaps.

(d) Student/instructor leave.

(e) Daily student accountability.

(f) Medical evaluations and up/down chits.

(5) Make recommendations to the OPSO/AOPS for the improvement of the daily flight schedule.

c. Organizational Relationship. The COPSO reports to the OPSO.

504. Current Operations Schedules Technician (ST).

a. Basic Function. The COST is responsible for the preparation and publication of the daily ground and flight training schedules.

b. Duties, Responsibilities, and Authority

(1) Prepare and publish an accurate daily training schedule of all flight and ground training events.

(2) Coordinates with the COPSO, FOPSO, STUCON, SDO, TO, and simulator contractor personnel for the proper and efficient use of students,

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instructors, aircraft, and simulators in the execution and planning of the daily flight schedule.

(3) Maintain or employ suitable records to ensure an even student flow, proper and fair instructor utilization, and smooth flight operational planning. Records should include:

- (a) Daily MCS simulator and ground schedules.
- (b) Master daily MCS simulator and ground schedules.
- (c) Student/instructor leave.
- (e) Daily student accountability

(4) Make recommendations to the OPSO/AOPS for the improvement of the daily flight schedule.

c. Organizational Relationship. The COST reports to the COPSO.

505. Future Operations Schedule Officer (FOPSO).

a. Basic Function. The FOPSO is responsible for all matters relating to future MCS operations to include the MCS Simulator schedule and ground schedule production for the accomplishment of student and staff flight training. The FOPSO shall act as the overall manager for any long term planning factors which may affect the primary mission of the squadron.

b. Duties, Responsibilities, and Authority

(1) Supervise and coordinate the future MCS simulator and ground training schedule to ensure the most efficient use of available students, instructors, and aircraft.

(2) Advise the OPSO concerning matters affecting the future MCS simulator or ground schedule and the accomplishment of flight or ground training.

(3) Ensure the capability of operating squadron simulators during periods of inclement weather for the purpose of conducting student training.

(4) Coordinates with COPS, to help ensure a smooth, efficient flow of the daily operations schedule.

d. Organizational Relationship. The FOPS reports directly to the OPSO and works with the AOPS, COPS, COST, and FOST to achieve training objectives.

506. Future Operations Schedules Technician (ST).

a. Basic Function. The FOST is responsible for the preparation and publication of the weekly projected ground and flight training schedules.

b. Duties, Responsibilities, and Authority

(1) Prepare and publish an accurate projected training schedule of all flight and ground training events.

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(2) Coordinates with the COPSO, FOPSO, STUCON, SDO, TO, and simulator contractor personnel for the proper and efficient use of students, instructors, aircraft, and simulators on the projected flight schedule.

(3) Maintain or employ suitable records to ensure an even student flow, proper and fair instructor utilization, and smooth flight operational planning. Records should include:

(a) MCS master simulator and ground schedules.

(b) Instructor leave/snivel.

(c) Instructor qualification matrix.

(4) Make recommendations to the OPSO/AOPS for the improvement of the projected flight schedule.

c. Organizational Relationship. The FOST reports to the FOPSO.

507. CUBIC Site Manager/Asst Site Manager.

a. Basic Function. The CUBIC Site Manager/Asst Site Manager is responsible for all matters relating to CUBIC MCS operations to include the CUBIC MCS Simulator schedule and ground schedule production for the accomplishment of student and staff flight training. The CUBIC Site Manager/Asst Site Manager shall act as the overall manager for any long term CUBIC planning factors which may affect the primary mission of the squadron.

b. Duties, Responsibilities, and Authority

(1) Supervise and coordinate CUBIC MCS instructors.

(2) Advise the OPSO concerning CUBIC matters affecting the current or future MCS simulator or ground schedule and the accomplishment of flight or ground training.

(3) Coordinates with FOPS and COPS, to help ensure a smooth, efficient flow of the projected and daily operations schedule.

(4) Coordinates with OPSO on matters related to the Appendix J MCS Annex of the CNATRA CUBIC contract.

c. Organizational Relationship. The CUBIC Site Manager/Asst Site Manager reports directly to the OPSO and works with the AOPS, FOPS, FOST, COPS, and COST to achieve training objectives.

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CHAPTER 6

TRAINING DEPARTMENT

601. Training Officer (TO)

a. Basic Function. As head of the Training Department, the TO is responsible for the development, maintenance, review, revision, and standardization of squadron training. In addition to those duties, as a Department Head, supervise the production and procurement of all training support materials and audio-visual equipment.

b. Duties, Responsibilities, and Authority

(1) Ensure the approved training syllabi as directed by CNATRA, COMTRAWING SIX, and other higher authority are administered consistently across the squadron while maintaining the highest standards of individual performance and safety.

(2) Develop, maintain, review and make recommendations to improve all curricula to the CO.

(3) Coordinate the production/procurement of all ground school and training support materials to include:

- (a) Instructor Guides
- (b) Student Textbooks
- (c) Navigation Charts
- (d) Scenario guides
- (e) Audio visual equipment

(4) Exercise control and execution of the squadron Instructor Under Training (IUT) program in accordance with CNATRA, COMTRAWING SIX and VT-4 instructions.

(5) Ensure all instructor qualifications are current in all appropriate stages.

(6) Ensure all paperwork is correct and up to date for each instructor. Ensure that FIST jackets are updated appropriately.

c. Organizational Relationship. The TO reports to the CO on matters pertaining to the operational readiness and effectiveness of the department, including the standardization of squadron training. The TO reports to the XO for the administration of the Training Department. The TO collaborates with other DHs concerning their related responsibilities to effectively administer instructor scheduling, IUT, and Naval Flight Student (NFS) training.

602. Assistant Training/Standardization Officer (STANO)

a. Basic Function. The Assistant Training/Standardization Officer assists the TO in the management of the Training Department. As Assistant

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TO, serves as the primary point of contact for tracking curriculum development projects. As Standardization Officer (STAN O) ensures that the command functions involved in student training are carried out in an efficient manner and within the guidelines promulgated by higher authority. In addition, the STAN O is responsible for instructor standardization, designation, and currency for all instructors and associate instructors within VT-4.

b. Duties, Responsibilities, and Authority

(1) Execute the policy and directives of the TO and higher authority.

(2) The STAN O shall be a thoroughly experienced officer with demonstrated superior ability as an instructor.

(3) Gather, process, evaluate, and report on feedback data regarding training quality from internal and external sources, including technical manuals, operating instructions, task analysis, questionnaires, student critiques, structured interviews and debriefing of instructors returning from fleet duties.

(4) Provide direction, guidance, and assistance to the Wing Stage Managers for the writing or re-writing of instructional material.

(5) Maintain a central standardization library per CNATRA directives.

(6) Establish qualification criteria for all phases of instructor training. Ensure all required currency and upgrade events are scheduled appropriately. Provide the Operations Department with requested standardization events.

(7) Convene the Quarterly Squadron Standardization Board as required by COMTRAWING SIX directives. Make recommendations to the CO for instructor upgrades to all Standardization flight positions. Monitor Instructor grading trends to be disseminated at Standardization Board meetings.

(8) Ensure the approved training syllabi are executed with the highest possible standards of quality and safety.

(9) Keep the TO fully advised regarding progress and results of training being conducted under his cognizance; in the TO absence, advise the XO.

(10) Publish within the Training Department changes in procedures, syllabi and/or methods when directed by competent authority.

(11) Regularly review current syllabi and make recommendations to the TO for improvements as appropriate.

(12) Coordinate all instructor, student and material assets to achieve maximum efficiency in the conduct of student training.

c. Organizational Relationship. The STAN O reports directly to the TO.

603. Training Office Automation Clerk (TOAC)

a. Basic Function. The TOAC is responsible for all administrative functions in the Safety and Training Department.

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b. Duties, Responsibilities, and Authority

(1) Responsible for the administration of functions connected with the training syllabus.

(2) Ensure all administrative correspondence from the Safety/Training Department is in the proper format.

(3) Coordinate internal routing of all incoming correspondence within the Safety/Training Department.

(4) Maintain Training Department tickler for required reports, instructions, and internal correspondence.

(5) Coordinate, collate inputs, prepare, and distribute the Monthly Training Plan for the CO's signature by the 25th of each month.

(6) Maintain the appropriate computer tracking system of instructor currencies.

(7) Assists in the maintenance of instructor FIST and NATOPS jackets.

c. Organizational Relationship. The TOAC reports directly to the TO for all training matters and to the Support Services Supervisor for all other matters.

604. Ground Training Officer (GTO)

a. Basic Function. The GTO shall be responsible for administering the Ground Training Program for the squadron. The GTO shall facilitate the educational and professional development of squadron staff and student personnel. The GTO position may be combined with another Training Department position.

b. Duties, Responsibilities, and Authority

(1) Ensure adequate time is designated each month for squadron General Military Training (GMT) and other mandatory training as required by instruction. Ensure all appropriate training is complete each fiscal year.

(2) Obtain appropriate guest speaker/subject matter experts.

(3) Obtain appropriate training devices.

(4) Obtain quotas and schedule personnel for various schools and courses.

c. Organizational Relationship. The Ground Training Officer reports to the TO.

605. MCS Core Stage Manager/Core STAN O/ IUT Manager

a. Basic Function. The MCS Core Stage Manager/ Core STAN O/IUT Manager is responsible for the implementation and standardization of the MCS Core training syllabus administered to IUT and NFSs.

b. Duties, Responsibilities and Authority. The Core Stage Manager/STAN O/IUT Manager shall be an experienced MCS NFO and flight instructor.

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- (1) Annually review and recommend changes to the syllabus.
- (2) Make recommendations for Instructor of the Quarter and Year.
- (3) Perform duties of the Core academic training standardization inspector.
- (4) Perform duties as the IUT standardization check inspector. Administer checks for the Core block of IUT training.
- (5) Coordinate and monitor instructor standardization initial and annual qualifications.
- (6) Maintain record of all Core/IUT training and instructor qualifications.
- (7) Conduct MCS Core stage standardization meetings.
- (8) Initiate, through the STAN O, designation letters for IUT successfully completing the IUT Flight Instructor Course.
- (9) Process and maintaining standardization records of all squadron and associate officers serving in an instructor capacity.

c. Organizational Relationship. The MCS Core Stage Manager/ Core STAN O/IUT Manager reports directly to the STAN O/TO.

606. MCS Stage Manager/ Stage STAN O/ IUT Manager for E-2, E-6 and MPR.

a. Basic Function. The MCS Stage Manager/ Stage STAN O/IUT Manager for the E-2, E-6 and MPR Stages are responsible for the implementation and standardization of their respective MCS Stage training syllabi administered to IUT and NFSs.

b. Duties, Responsibilities and Authority. The Stage Manager/Stage STAN O/IUT Manager shall be an experienced MCS NFO and flight instructor.

- (1) Annually review and recommend changes to the syllabus.
- (2) Make recommendations for Instructor of the Quarter and Year.
- (3) Perform duties of the Stage academic training standardization inspector.
- (4) Perform duties as the IUT standardization check inspector. Administer checks for the Stage block of IUT training.
- (5) Coordinate and monitor instructor standardization initial and annual qualifications.
- (6) Maintain record of all Core/IUT training and instructor qualifications.
- (7) Conduct MCS Stage standardization meetings.
- (8) Initiate, through the Stage STAN O, designation letters for IUT successfully completing the IUT Flight Instructor Course.
- (9) Process and maintaining standardization records of all squadron

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and associate officers serving in an instructor capacity.

c. Organizational Relationship. The MCS Stage Manager/ Stage STAN O/IUT Manager reports directly to the STAN O/TO.

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CHAPTER 7

SAFETY DEPARTMENT701. Safety Officer (SO)

a. Basic Function. The SO is responsible to the CO for all matters concerning the Squadron Safety and Naval Air Training and Operating Procedures Standardization (NATOPS) Programs. He/She shall coordinate the efforts of all command personnel in an aggressive command mishap prevention program and supervise the command NATOPS program.

b. Duties, Responsibilities, and Authority

(1) Acts as the CO's representative on all safety matters and as head of the Safety Department.

(2) Shall be a Naval Aviator or NFO, and have an experience level commensurate with the responsibility of DHs.

(3) Should be an Aviation Safety Officer (ASO) Course graduate.

(4) May be the ASO in addition to normal duties; but if so assigned, should not have other responsibilities within the command.

(5) Reports to the CO on a frequent basis (not less than monthly) concerning the safety posture of the command. Formal written reports are recommended where follow-up action is required.

(6) Ensures all required reports are prepared and submitted per applicable instructions.

(7) Establishes in writing the duties and responsibilities of personnel assigned to the Safety Department.

(8) Disseminates safety information throughout the squadron and manages the dissemination procedures to ensure all hands are made aware of all safety information and preventative measures necessary to preclude occurrence or recurrence of mishaps.

(9) Maintains records, as necessary, to document the squadron safety program, and maintain files of safety information.

(10) Communicates regularly with other DHs and coordinates safety matters.

(11) Ensures safety councils are organized and supported.

(12) Conducts liaison with associated commands and facilities [CNATRA, COMTRAWING SIX), NAS Pensacola, medical, maintenance and administration contractors, etc.] to enhance safety. Arranges, directs and participates in squadron, station, and staff specialized accident prevention conferences.

(13) Conducts and coordinates safety surveys, utilizing the latest edition of the Naval Safety Center (NAVSAFECEN) Aviation Safety Review Check

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List and the NAVSAFECEN Navy Safety and Occupational Health (SOH) Program Evaluation Guide for shore activities.

(14) Maintains a current pre-mishap planning manual and conducts training to ensure personnel assigned responsibilities under this plan are familiar with their duties.

(15) Ensures funding for schooling involving safety and mishap prevention training is included in the annual squadron budget submission.

(16) Plans and implements effective and interesting Safety Stand-Down and "Back-in-the-Saddle" safety programs and maintains a lessons-learned file per applicable instructions.

(17) Ensures proper recognition of all personnel who have prevented mishaps through their alertness and skill, or otherwise have made a significant contribution to the squadron safety program.

(18) Monitors flight operations and training procedures and provides recommendations regarding safety.

(19) Monitors student safety critiques and ensures prompt feedback for mishap prevention.

(20) Supervises the squadron's NATOPS program.

(21) Maintains the squadron's Aviation Safety Action Program (ASAP).

c. Organizational Relationship. The SO reports to the XO.

702. Safety/NATOPS Support

a. Basic Function. The Safety/NATOPS Support assists the SO with the handling of all Safety Department administrative matters.

b. Duties, Responsibilities and Authority

(1) Maintains files and records as directed.

(2) Prepares reports, letters, memoranda, examinations, messages and other necessary paperwork.

c. Organizational Relationship. The Safety/NATOPS Support reports to the SO.

703. Aviation Safety Officer (ASO)

a. Basic Function. The ASO is the principal assistant to the SO in all matters concerning the Squadron Aviation Safety Program. The ASO shall carry out the policies of the CO and SO in implementing the squadron's mishap prevention program.

b. Duties, Responsibilities, and Authority

(1) Shall be an ASO Course graduate.

(2) Should not have other responsibilities within the squadron except normal aviation duties.

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(3) Administers the squadron's Aviation Safety Program per reference (g), and should be thoroughly familiar with all pertinent OPNAV, CNATRA, and COMTRAWING SIX instructions relating to aviation safety.

(4) Serves as a principal assistant to the SO in mishap prevention, investigation, and reporting.

(5) Conducts mishap board training on a regular basis, not less than quarterly, in the areas of aircraft mishap investigation.

(6) Acts as a permanent member of the Squadron Aircraft Mishap Board, investigating all aircraft incidents and mishaps while preparing all necessary reports.

(7) Maintains mishap investigation kits for use by Aircraft Mishap Board members.

(8) Shall provide quarterly pre-mishap plan and aviation safety training.

(9) Reviews and updates the squadron Pre-Mishap Planning Manual as often as required but not less than semi-annually.

(10) Works with the SWO to ensure all prospective Squadron Duty Officers are briefed on the contents, changes to, and importance of the squadron Pre-Mishap Planning Manual.

(11) Conducts High Risk screenings of all new instructors.

(12) Maintains liaison with the squadron Flight Surgeon and utilizes their services whenever appropriate or desired.

(13) Shall conduct quarterly Human Factors Council (HFC) meetings and when necessary, Human Factor Boards (HFB).

(14) Maintains close liaison with other Naval Air Training Command (NATRACOM) Squadron ASOs in an attempt to discover methods for improvement of the squadron's aviation safety program.

(15) Conducts safety training as required at officer meetings on subjects pertinent to flight and ground safety of aircraft and personnel.

(16) Monitors, evaluates, and provides recommendations on all departmental and staff proposals affecting flight operations, training procedures and aircraft maintenance procedures that pertain to flight safety.

(17) Monitors all squadron flight activities to ensure they are being conducted per appropriate directives. When discrepancies or adverse conditions develop, the ASO takes immediate appropriate action and informs the CO and XO of the situation.

(18) Shall be qualified as an Operational Risk Management (ORM) Instructor upon graduation from the ASO course and designation by the VT-4 ORM Program Manager.

(19) Investigates "Anymouse" and Hazard Reports (HAZREPS) and recommends appropriate action. Prepares and releases all HAZREPS.

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(20) In conjunction with the Ground Safety Officer (GSO), organizes and maintains a safety read binder and ensures periodic review by all instructors.

(21) Implements, monitors, and maintains the squadron Aviation Safety Awareness Program (ASAP) per applicable instructions.

(22) In conjunction with the GSO, coordinates the display of all safety information, slogans, posters and periodicals throughout the squadron.

(23) Maintains the squadron safety library with the GSO.

c. Organizational Relationship. The ASO reports to the SO and maintains direct access to the CO and XO.

704. Ground Safety Officer (GSO)

a. Basic Function. The GSO is responsible to the SO for the development and conduct of an effective ground safety program within the squadron.

b. Duties, Responsibilities, and Authority

(1) Educates all squadron personnel on matters concerning general safety, i.e., occupational, motor vehicle (including motorcycle) and traffic safety, recreation, athletics, home safety, and fire prevention.

(2) Maintains full and complete knowledge of, and ensures compliance with, all orders, instructions, notices, and regulations governing ground safety and prepares all reports required by notices and regulations governing ground safety.

(3) Conducts an aggressive and continuing accident prevention program and promotes ground, industrial, home, and recreational safety by means of posters, bulletin boards, lectures, and other devices to stimulate awareness throughout the squadron with regard to accident prevention.

(4) Maintains safety training records and schedules required training set forth in the Navy SOH program.

(5) Serves as the squadron's Navy SOH Representative and ensures maximum compliance with applicable Occupational Safety and Health Administration (OSHA) directives.

(6) Serves as the Squadron Hazardous Material Program Coordinator.

(7) Coordinates and supervises a Hearing Conservation Program.

(8) Monitors the High Risk Training Safety Program and conducts training for students' and instructors' off-duty activities and ensures proper ORM documentation is completed for all high risk activities per CNATRA and COMTRAWSIX instructions.

(9) Submits all non-aviation and personal injury mishap reports.

(10) Conducts liaison with personnel and organizations outside the command (Station SO, dispensary, station security, station armory, fire departments, local and law enforcement, etc.,) to ensure excellence of the ground safety training program.

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(11) Maintains and provides training for the Enterprise Safety Application Management System (ESAMS).

(12) In conjunction with the ASO, coordinates the display of all safety information, slogans, posters and periodicals throughout the squadron.

(13) In conjunction with the ASO, organizes and maintains a safety read binder and ensures periodic review by all instructors.

(14) Maintains the squadron safety library with the ASO.

(15) In the absence of a full-time ASO, the GSO will be the acting ASO.

c. Organizational Relationship. The GSO reports to the AO.

705. Hurricane Evacuation Officer (HECO).

(1) The HECO shall negotiate and coordinate revisions of HURREVAC routes of flight with COMTRAWING SIX.

(2) The HECO shall annually review Squadron Destructive Weather Bill and HURREVAC Plan.

(3) The HECO shall disseminate information concerning HURREVAC to VT-4 staff and students.

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CHAPTER 8

STUDENT CONTROL DEPARTMENT**801. Student Control Officer (SCO)**

a. Basic Function. The SCO is directly responsible for the conduct of administrative and personnel matters pertaining to assigned NFO students.

b. Duties, Responsibilities, and Authority

(1) Maintain systematic records of flight/simulator support and in-flight/simulator training progress of each student as delineated in current directives.

(2) Maintain Aviation Training Jackets (ATJs) for all assigned students.

(3) Counsel and assist student officers on matters relating to official or personal affairs.

(4) Oversees assigned civilian Office Automation Clerk.

(5) Coordinate advanced training selection and student flow through Intermediate stages of instruction.

(6) Oversee the coordination with VT-86, for the planning and execution of the monthly TRAWING SIX NFO designation ceremony activities.

c. Organizational Relationship. The SCO is directly responsible to the XO.

802. Assistant Student Control Officer (ASCO)

a. Basic Function. The ASCO is directly responsible for the efficient management of the Student Control Office. The ASCO shall ensure the administration and control of all student flight officers is carried out in an efficient manner as prescribed by directives of higher authority.

b. Duties, Responsibilities, and Authority

(1) Execute the policy and directives of the SCO.

(2) Keep the SCO fully advised regarding all administrative and personnel matters pertaining to Student NFOs and Student CSOs; in the SCOs absence, advise the XO.

(3) Monitor and exercise full authority over the staff officer Class Advisor Program to achieve the maximum potential of each student by providing guidance in both military and personal matters.

(4) Responsible for the organization and execution of winging/graduation ceremonies.

b. Organizational Relationship. The ASCO reports directly to the SCO.

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803. Naval Aviation Production Process Officer (NAPPO)

a. Basic Function. To assist the SCO in ensuring accurate accountability and reporting of student start/stop dates, estimated winging and completion dates, total time to train and other NAPP associated data to CO and TW-6 personnel.

b. Duties, Responsibilities, and Authority

(1) Work closely with SCO and OPSO to manage student progression and ensure minimal training delays and time to train.

(2) Coordinate with Wing Student Control to ensure adequate class loading to minimize student time to train while maximizing Squadron student sorties and NFO production.

(3) Perform other duties as directed.

c. Organizational Relationship. The NAPP Officer reports directly to the SCO.

804. Naval Aviation Production Process Office Automation Clerk (NAPPOAC)

a. Basic Function. NAPPOAC Clerk is responsible for the preparation and upkeep of all records and forms pertaining to the ATJs.

b. Duties, Responsibilities and Authority

(1) Ensure preparation and accuracy of all ATJ records prior to student's enrollment, attrition, or graduation.

(2) Ensure accuracy of all ATFs prior to placement in ATJs.

(3) Ensure the proper maintenance of all ATJs.

(4) Supervise the preparation and maintenance of required records and statistics for the purpose of monitoring student performance.

(5) Ensure accurate completion and prompt transmittal of student ATJs to other commands.

(6) Assist in the preparation of records pertaining to individual flight performance of all assigned students.

(7) Responsible for the maintenance and review of student academic records to ensure minimum academic standards as prescribed by CNATRA, COMTRAWING SIX, and other higher authority.

(8) Use the ATJ to determine which students require aircraft specific survival training, and ensure all required survival training is completed.

(9) Oversees and maintain all SNFOs NATOPS jackets.

c. Organizational Relationship. Student control support personnel report to the SCO for all STUCON matters and to the Support Services Supervisor for all matters.

805. Naval Flight Student (NFS) Division Officer (DIVO)

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a. Basic Function. The NFS DIVO is responsible to the SCO for all administrative functions of Student Operations Training.

b. Duties, Responsibilities, and Authority

(1) Assist the SCO in the administration, supervision and coordination of functions in Student Control.

(2) Act as DIVO for assigned NFSs Under Instruction.

(3) Perform Assistant SCO's duties in his absence.

(4) Ensure accurate completion and prompt transmittal of Student ATJs upon transfer.

(5) Perform other duties as assigned.

c. Organizational Relationship. The NFS DIVO reports directly to the SCO.

806. International Military Support Officer (IMSO)

a. Basic Function. The IMSO functions as the point of contact for all international students within the Squadron.

b. Duties, Responsibilities, and Authority

(1) Welcome aboard all international students as part of the Student Control Officer's Presentation.

(2) Oversee and make approval/denial recommendations to the OPS/Schedules Officer for all international students snivel requests.

(3) Track all international students through the syllabus, aiding the STAN and Schedules Officers in ensuring optimum flow and identifying problems and adverse trends.

(4) Act as the international students' representative within the OPS Department.

(5) Serve on all Progress Review Boards for an international student as a non-voting advisory member.

(6) Ensure compliance with all international training programs.

c. Organizational Relationship. IMSO reports directly to the SCO.

807. Student Monitoring Status Officer (SMSO)

a. Basic Function. The SMSO shall provide oversight of the SMS program and the students assigned to SMS. The SMSO will typically be assigned as a collateral duty of the NFS Division Officer.

b. Duties, Responsibilities, and Authority

(1) Review all supplemental Aviation Training Forms (ATFs) assigning students to SMS ensuring that specific deficiencies, failures, and/or

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specific areas of difficulty are addressed, specific goals are set to correct the deficiencies and timeframes are set for meeting the specific goals.

(2) Review student progress upon expiration of the assigned timeframe ensuring that specific goals have been met.

(3) Assist CAs in tailoring specific goals for students on SMS and provide guidance and recommendations as to the types of training and/or resources available that can assist students in correcting their deficiencies.

c. Organizational Relationship. The SMSO reports directly to the SCO.

808. Senior Class Advisor (SCA)

a. Basic Function. The SCA assists the SCO and is responsible for supervising the class advisor program. The SMSO will typically be a collateral duty of the NFS DIVO. The SCA will typically be assigned as a collateral duty of the NFS DIVO.

b. Duties, Responsibilities, and Authority

(1) Recommend an instructor as an advisor to each incoming class. To the maximum extent possible, each advisor should be assigned responsibility for only one class at any given time.

(2) Ensure that Class Advisors (CA) are informed on matters pertaining to their students (e.g., marginal or unsatisfactory performance, setbacks, graduation dates).

(3) Explain the command's CA program and provide a copy of advisor and student roles to each instructor at check-in.

(4) Explain the command's CA program and provide a copy of advisor and student roles to each student at check-in.

(5) Provide adequate documentation of the level of advisor/class/student interaction. Commands may use memoranda or, for ATJ documentation if required, CNATRA-GEN 1542/16. The following items included:

i. Number of CA/student meetings.

ii. Significant professional or personal problems that may affect the student's completion of the flight program. (Information contained in these documents is covered under the Privacy Act.)

c. Organizational Relationship. SCA reports to the SCO

809. Class Advisor (CA)

a. Basic Function. The CAs assists the SCO and is responsible for mentoring and counseling their assigned class. CAs via the respective class leaders, are the first staff member in the students chain of command.

b. Duties, Responsibilities, and Authority

(1) Perform all duties and responsibilities as outlined in CNATRA and COMTRAWINGSIX 5351.1 series instructions.

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- (2) Assume primary advisor duties for students assigned.
- (3) Be familiar with the personal history of each student, including educational background, marital status, previous military or flight experience, hometown, performance indicators such as AQT/FAR, and previous flight training scores. Students should be fully aware of their responsibility to meet performance standards and that failure to do so may result in attrition.
- (4) Attempt to resolve interpersonal difficulties within the command.
- (5) Act as a mentor and role model in resolving training related difficulties. Provide a leadership role model as part of the continuing development of officer qualities.
- (6) Conduct and document weekly reviews to monitor class and student progress.
- (7) Counsel students experiencing training or personal difficulties and any student who is considering leaving the flight training program, i.e., "drop on request" (DOR).
- (8) Conduct weekly Aviation Training Jacket (ATJ) reviews to monitor progress and ensure ATJ correctness and completeness.
- (9) Conduct ATJ reviews and counseling with those students identified as having marginal or unsatisfactory performance. Provide recommendations for remediation to the SCO.
- (10) Interview students whose progress results in an unsatisfactory event or an initial progress check, referring the student to the SCO with any recommendations for further counseling or remediation. The lack of progress advisor should attempt to determine the reason for the student's and provide guidance to the student to correct the problem. If an advisor feels additional counseling is necessary due to a student being unresponsive to counseling at the advisor level, the advisor shall refer the student to the SCO for further counseling.
- (11) Inform Student Control of potential student problems that could impact successful completion and inform students of potential alternative training tracks.
- (12) Encourage class cohesiveness and camaraderie through inclusive, militarily appropriate events.
- (13) Counsel students on officer-like qualities.
- (14) Inform the SCO should conditions preclude performance of any or all advisor duties.
- (15) Document all interviews, counseling sessions and jacket reviews on CNATRA form 1542/66, Jacket Review Dividers. If more detailed information needs to be documented, use CNATRA form 1542/16, Supplementary Jacket Forms.

c. Organizational Relationship. CAs report to the SCO.

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CHAPTER 9

RESERVE DEPARTMENT**901. Squadron Augment Unit Commanding Officer (SAU CO)**

a. Basic Function. The SAU CO directly assists the CO and is responsible for the organization, performance of duty, and good order and discipline of the Reserve unit and the full integration of the assigned Reserve personnel into the squadron.

b. Duties, Responsibilities, and Authority

(1) The SAU CO is the senior advisor to the Squadron CO and XO for all Reserve matters.

(2) Use all proper means to promote morale and preserve the ethical and spiritual wellbeing of the personnel in the Reserve unit.

(3) Delegate authority to appropriate Reserve Department Heads and the Reserve Department Officers for carrying out specialized command duties.

(4) Ensure allotted funds and materials are appropriated to enhance operational effectiveness and command mission.

(5) Oversee all fiscal, manpower, and administrative matters for the Reserve Department and the Reserve personnel assigned to the squadron augment unit.

c. Organizational Relationship. The SAU CO reports administratively to the Training Air Wing Reserve Component Commander and operationally to the CO.

902. Squadron Augment Unit Executive Officer (SAU XO)

a. Basic Function. The SAU XO shall function as an aide or executive to the SAU CO in carrying out the mission of the SAU per U.S. Navy Regulations, and as amplified in this chapter. The SAU XO is specifically charged with matters pertaining to morale, discipline, training, welfare, work, exercise, safety, rights, and privileges of individuals within the SAU.

b. Duties, Responsibilities, and Authority

(1) Execute general supervision over the organization of the SAU, subject to the provisions of U.S. Navy Regulations and directives of higher authority.

(2) Keep informed as to current training doctrine and procedures in order to readily succeed to command of the SAU should the need arise.

(3) Control issuance and revision of all directives governing the administration and operation of the command, as well as the SAU's correspondence, files, and reports.

(4) Coordinate the activities of the various departments of the squadron as necessary to ensure mutual support and integrated effort.

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(5) Evaluate the performance of Reserve officer personnel through fitness reports. Prepare the initial drafts of fitness reports on DHs.

(6) Ensure personnel of the SAU are fully informed of their rights and obligations under the UCMJ.

(7) Investigate all alleged violations of the UCMJ, Navy Regulations, squadron regulations, and other military and civil laws. Recommend appropriate disciplinary action as required.

(8) Assign Reserve officers, not otherwise ordered to specific billets by higher authority, to departments, divisions, or other units within the SAU.

(9) Assign collateral duties to Reserve officer personnel.

c. Organizational Relationship. The SAU XO is responsible to the SAU CO from whom the SAU XO derives authority for the execution of duties.

903. Full Time Support Reserve Department Head (FTS Reserve DH)

a. Basic Function. Provide full time presence and support for SAU CO on daily operations, training, and the administration of SELRES Officers.

b. Duties, Responsibilities, and Authority

(1) Assist in the duties and responsibilities of a Squadron DH keeping the Active and Reserve COs informed of all Reserve issues.

(2) Serve as the point of contact for and maintain continuous communication with COMTRAWING SIX FTS Officer-in-Charge.

(3) Liaison with the Reserve DHs to ensure compliance with Command and Reserve directives.

(4) Supervise the training syllabus of newly gained SELRES Flight Instructors.

(5) Maintain the responsibility for the execution of Reserve Officer AT, ADT, IDT, and IDTT drill periods and matters concerning pay, leave and official travel.

(6) Maintain high morale within the SAU unit. Promote the efficiency and welfare of the department.

c. Organizational Relationship. The FTS Reserve DH reports to the Squadron Commanding Officer and advises the SAU CO and XO on matters concerning training, administration, and scheduling of Selected Reserve officers.

904. Reserve Operations Officer (ROPSO)

a. Basic Function. The ROPSO is a special advisor to the squadron OPSO.

b. Duties, Responsibilities, and Authority

(1) Advise the squadron OPSO on all matters to include Reserve specific matters.

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(2) Augment the squadron in the full capacity of his active duty counterpart in the event of that individual's prolonged absence, should a recall to active duty necessitate such activities.

(3) Liaison with the OPSO to provide optimal scheduling and availability of SELRES instructors to augment the active duty instructors.

(4) Maintain an estimated forecast of the periods of availability for unit members and ensure reservists maintain currency and achieve annual flight time requirements.

(5) Advise the SAU CO of Reserve flight production.

(6) Perform other duties as assigned.

c. Organizational Relationship. The ROPSO reports directly to the SAU CO for Reserve matters and works in conjunction with the active duty counterpart.

905. Reserve Administrative Officer (RAO)

a. Basic Function. The RAO shall serve as a special advisor to the Squadron AO.

b. Duties, Responsibilities, and Authority

(1) Advise the Squadron AO on all matters to include Reserve specific matters.

(2) Maintain required records, files, publications, and other official correspondence. Advise the SAU CO on the status of administrative policies, procedures, and regulations of the SAU.

(3) Keep informed on Navy administrative matters affecting SAU personnel including pay, leave, and retirement issues.

(4) Initiate and coordinate with squadron awards officer regarding SELRES awards to include Instructor of the Quarter/Year.

c. Organizational Relationship. The RAO reports directly to the SAU CO for Reserve matters and works in conjunction with the active duty counterpart.

906. Reserve Safety Officer (RSO)

a. Basic Function. The RSO shall serve as a special advisor to the Squadron SO.

b. Duties, Responsibilities, and Authority

(1) Advise the Squadron SO on all matters to include Reserve specific matters.

(2) Ensure all reservists are informed of and comply with current safety instructions and directives.

c. Organizational Relationship. The RSO reports directly to the SAU CO for Reserve matters and works in conjunction with the active duty counterpart.

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907. Reserve Training Officer (RTO)

a. Basic Function. The RTO shall serve as the special advisor to the Squadron TO.

b. Duties, Responsibilities, and Authority

(1) Advise the squadron TO on all matters to include Reserve specific matters.

(2) Coordinate with SAU CO with respect to the organization and execution of drill weekend activities.

(3) Maintain an effective liaison with SAU OPSO and STAN to ensure completion of annual training requirements.

c. Organizational Relationship. The RTO reports directly to the SAU CO for Reserve matters and works in conjunction with the active duty counterpart.

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CHAPTER 10

SQUADRON BOARDS AND COMMITTEES

1001. General. Membership on any official board, council or committee shall normally be assigned by the XO and approved by the CO as delineated in reference (i). Boards and committees are formed to advise and assist the CO and the XO through inventories and audits, or through the senior member of each official board, council or committee ensuring required actions are completed and reports are initiated as appropriate.

1002. Procedures. Senior members of councils/committees/boards for which a meeting is scheduled are enjoined to proceed as follows:

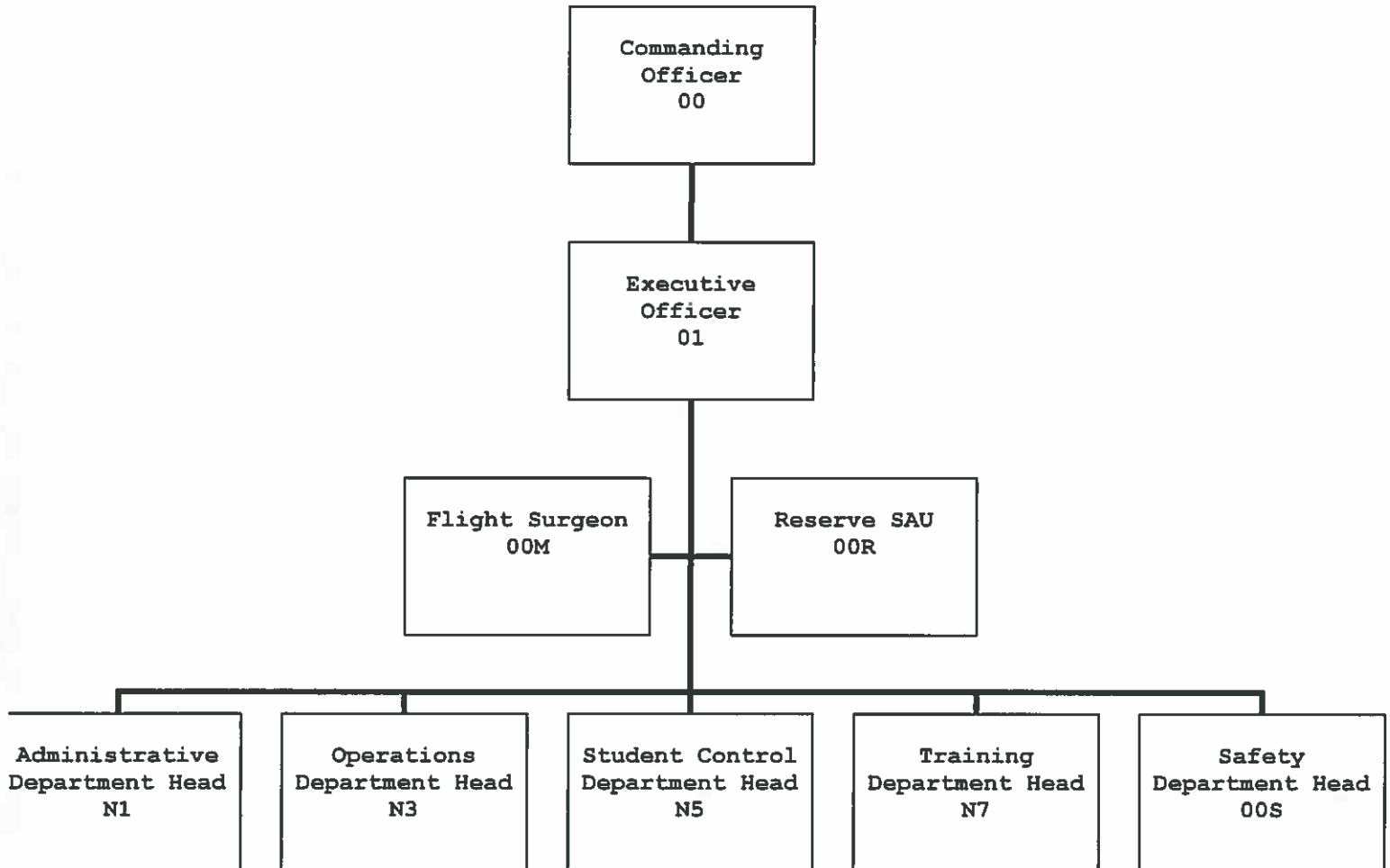
- a. Review all pertinent references and list the objectives of the meeting.
- b. Review the minutes of the last meeting of the group and determine any follow up action required or pending.
- c. Collect agenda items and inform members in advance if possible.
- d. Determine whether key members or alternates will be available at scheduled times.
- e. Assign a recorder to keep the minutes of the meeting. After final action and review by the CO, proceedings of an unclassified nature shall be disseminated by posting on appropriate bulletin board, or any other appropriate means.

1003. Duties, Responsibilities and Membership. VT-4 Boards and Committees with billet specific membership are listed in reference (i). Boards and committees whose members are individually appointed are listed in reference (i). Each individual listed as a member of a board or committee shall have a working knowledge of the applicable instructions as listed in reference (i) in order to properly understand their responsibilities and to execute their duties. In cases where no instruction exists, the individuals concerned shall receive a detailed pass down on the operation and function of the board or committee to which they have been assigned.

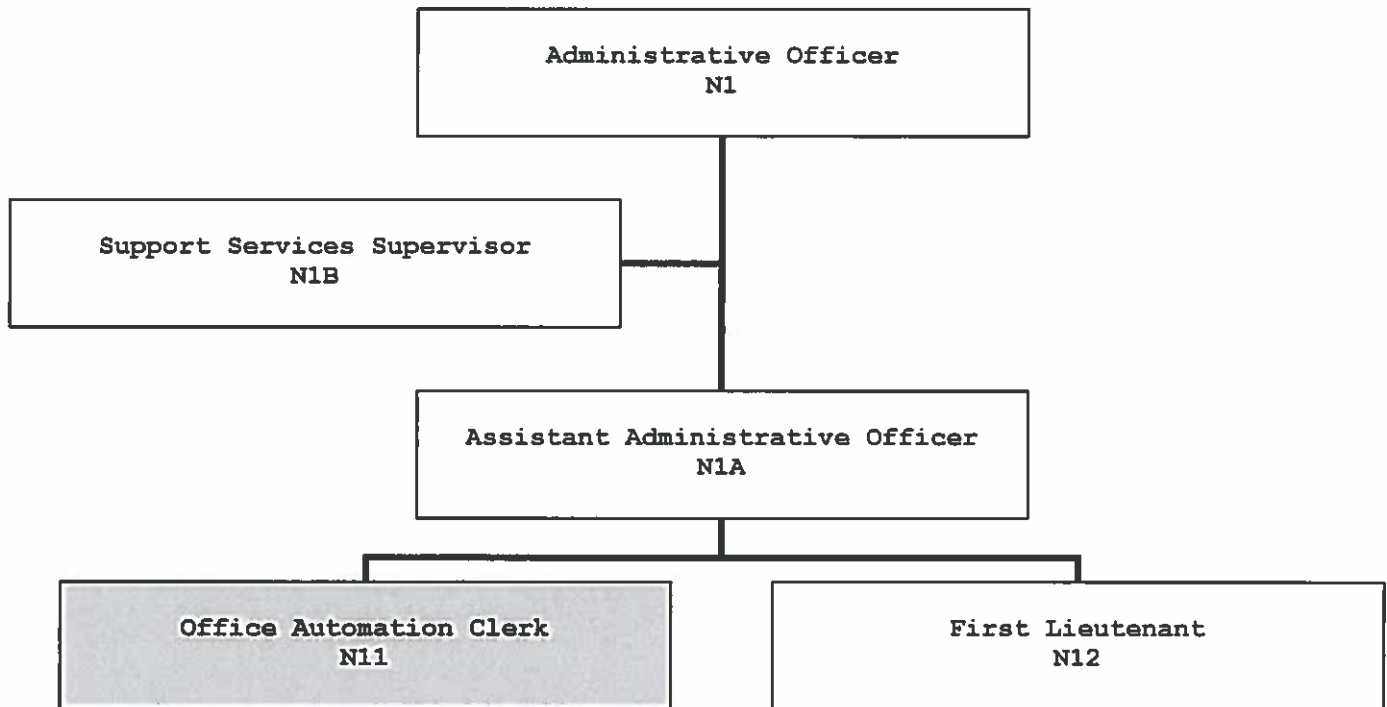
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TRAINING SQUADRON FOUR

Staff Organization Chart



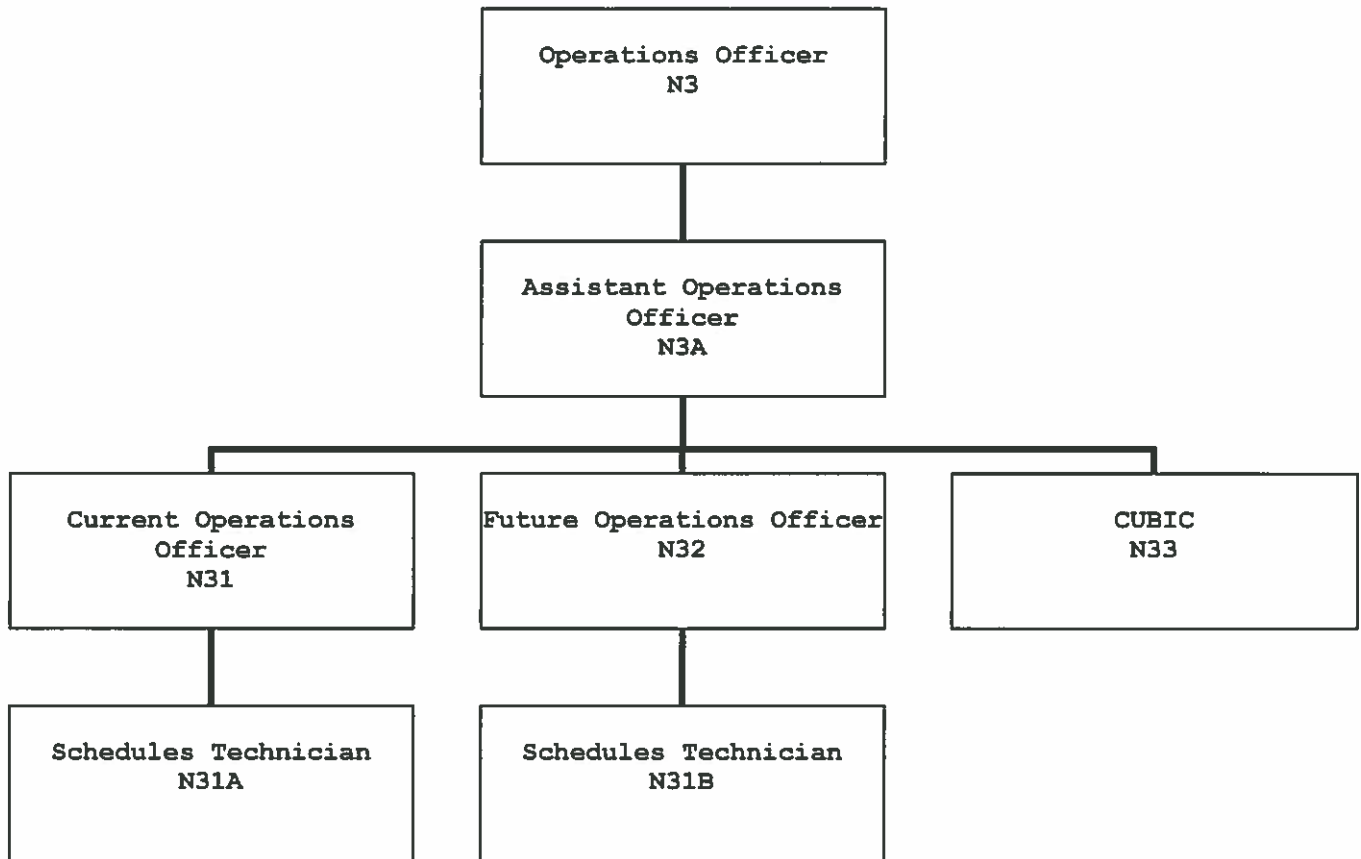
ADMINISTRATIVE DEPARTMENT



Collateral Jobs:

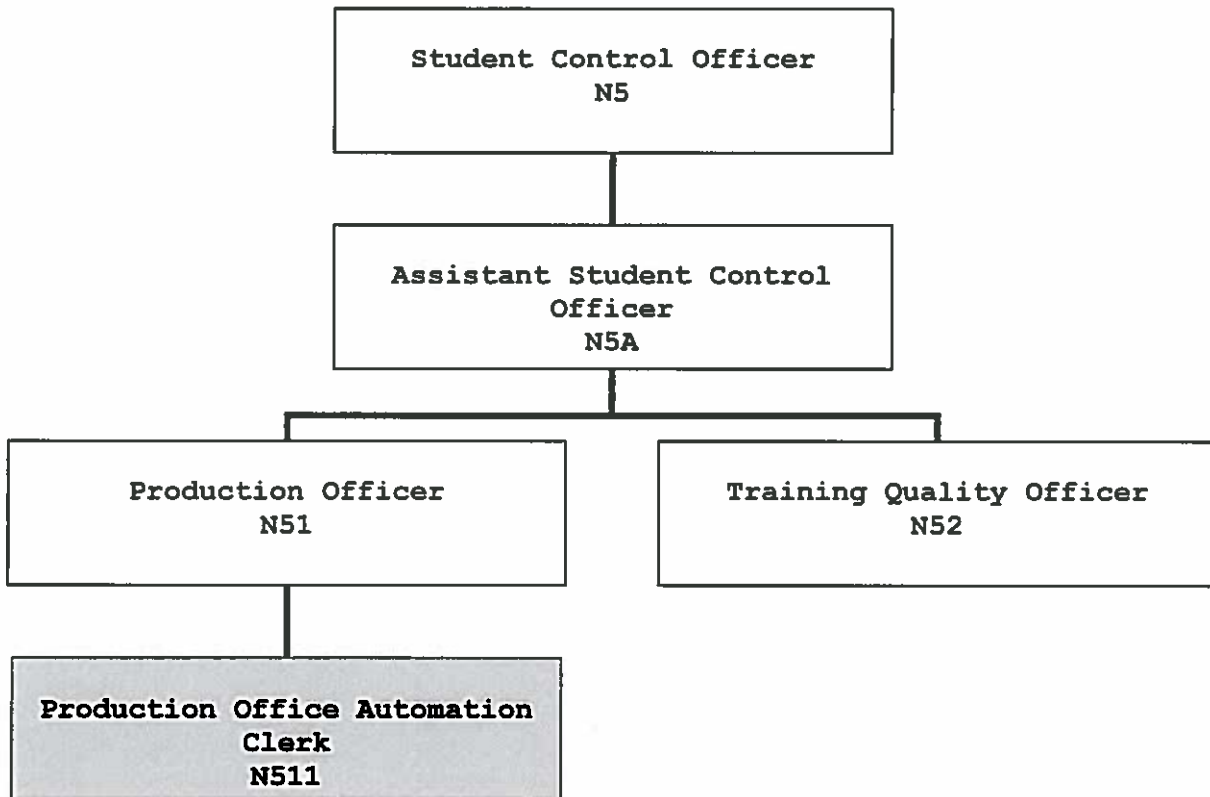
Command Security Manager (CSM)
Public Affairs Officer (PAO)
Education Services Officer (ESO)
Information Systems Officer (ADP)
Government Commercial Purchase Card (GCPC) Agency Program Coordinator (APC)
Energy Conservation Officer
Official/Overnight Express Mail Manager

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OPERATIONS DEPARTMENT**Collateral Jobs:**

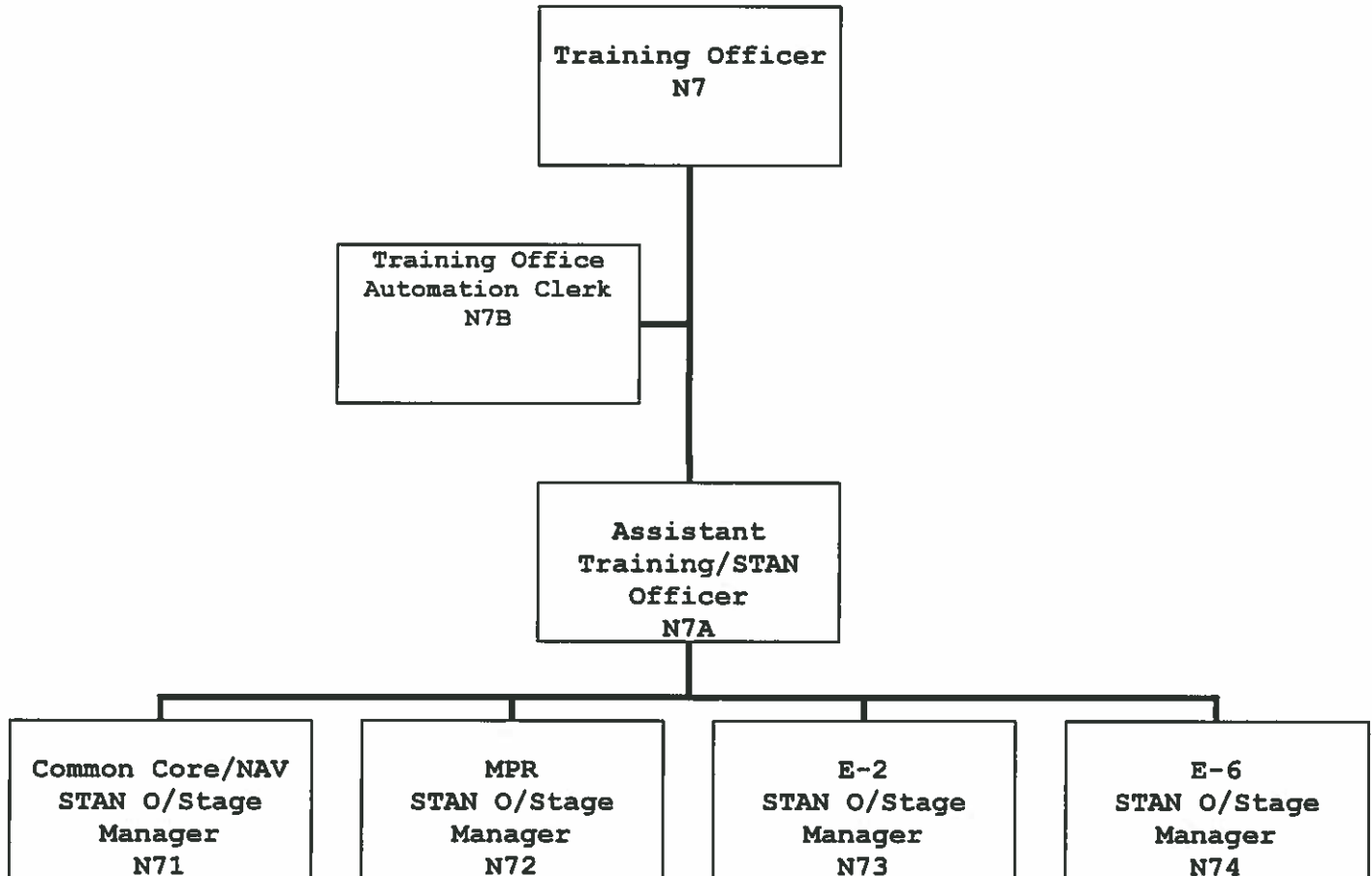
Disaster Preparedness Officer
Hurricane evacuation Officer
Dependent Security Liaison Officer
Refuge Bas Liaison Officer

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Student Control Department**Collateral Jobs:**

Class Advisor Program Officer
Student Monitoring System Officer
International Military Support Officer

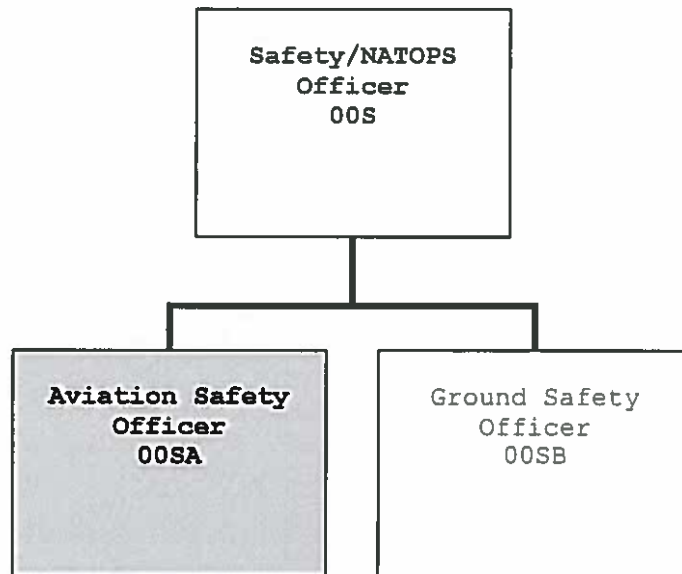
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TRAINING DEPARTMENT**Collateral Jobs:**

General Military Training Officer

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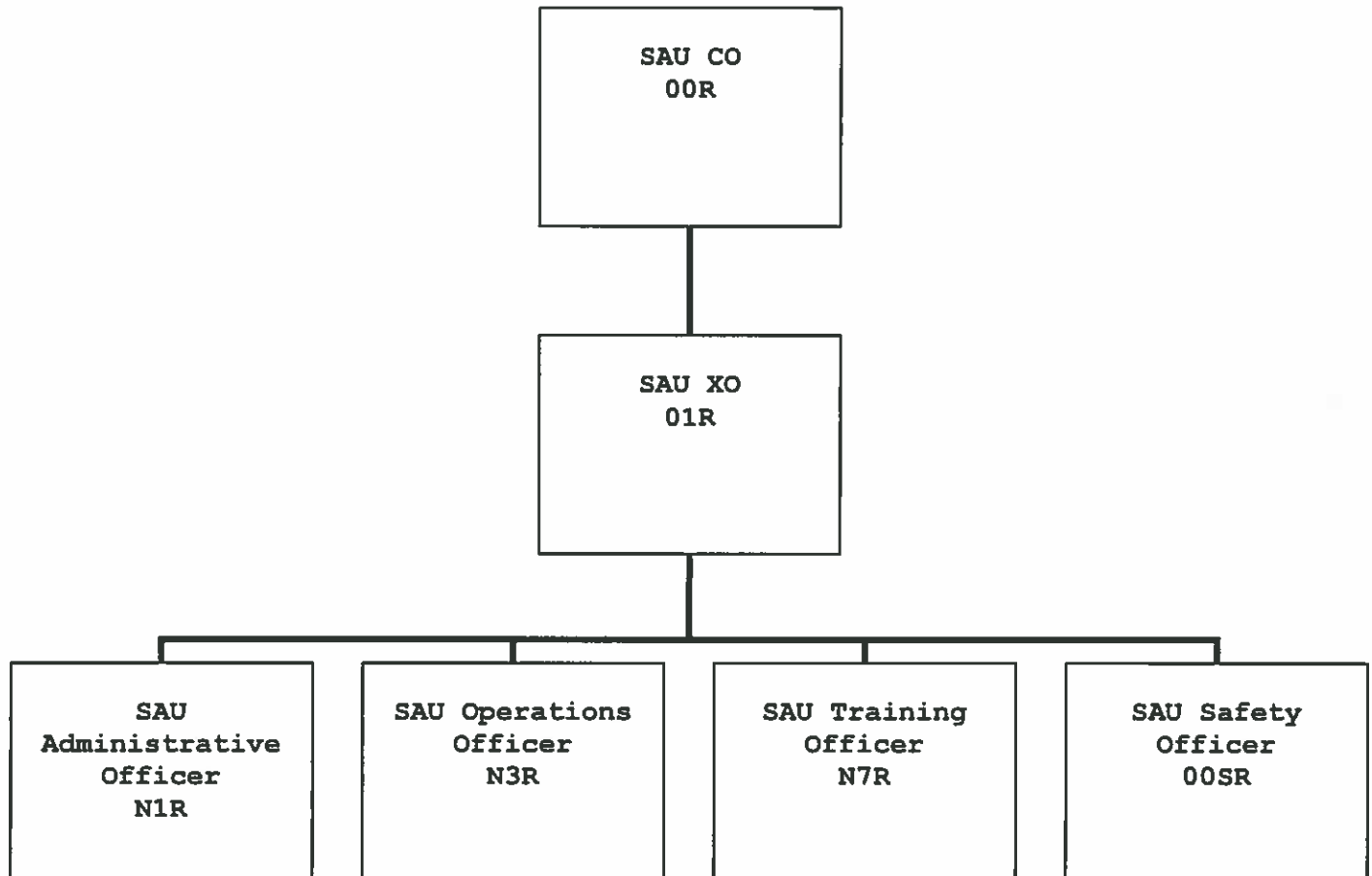
Safety Department



Collateral Jobs:
Ground Safety officer

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RESERVE SAU



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Executive Assistants